

JOB ANNOUNCEMENT

POSITION TITLE	PT Correctional Officer
DEPARTMENT	Sheriff
FLSA STATUS	Non Exempt
STARTING SALARY	\$12.93/hour
REPORTS TO:	Jail Administrator

General Statement of Duties

The fundamental reason this position exists is to perform duties assigned in the areas of legal process to include: general custodial and detention functions essential to the operation of the detention center. Incumbent will be responsible for performing dispatching functions as required and assigned.

Note—It is the primary responsibility that all Correctional Officers ensure that the Detention Center is operating in a peaceful manner and that physical confrontation with inmates is a real possibility on any given day to ensure proper operations.

Note—Part-time Correctional Officers are hired contingent upon fulfilling the needs of the Detention Center. Incumbents are not on a set schedule but are hired to fulfill the scheduling needs as they arise. It is an essential function of the position to be able to work during all shifts, odd hours, emergency situations, holidays, etc.

Essential Duties and Responsibilities

1. Assist with the supervision, security, and conduct of inmates at the County Correctional Detention Center.
2. Assist in all operations of control of the detention center.
3. Admit and release prisoners to include searching inmates and property and making inventory of the personal property of the prisoners.
4. Book and discharge inmates; issue clothing and supplies to new inmates; arrange for inmate transportation, if necessary; maintain inmate and detention records.
5. Fingerprint and photograph inmates; type FBI and DCI fingerprint cards.
6. Classify incoming inmates and place them in proper cells.
7. Deliver meals and assist in meal preparation.
8. Disperse medication to prisoners as directed by a medical professional.
9. Assist in the cleaning of the jail areas. Ensure that cells, facilities, and grounds are kept sanitary.
10. Assist with computer jail entries.
11. Check on inmates on a routine and regular basis.
12. Assist in jail safety and security procedures to include the control of weapons, contraband, keys, tools, doors, and other related safety and security precautions.
13. Oversee the inmate's daily exercise and recreation routine.
14. Promote acceptable attitudes and behaviors of inmates to assist them in adjusting to a confinement setting.

15. Respond to inquiries regarding inmate detention and Correctional Facility policies within the constraints of Department regulations.
16. Operate equipment and utilize teletype communications.
17. Testify in court and before County Commission.
18. Attend training sessions and meetings as required.
19. Perform work in a manner consistent with safe practices.
20. Develop and maintain positive, professional relationships with the general public and other employees.
21. Perform other such duties and functions as assigned and necessary to the proper performance of the position.

Minimum Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Experience and Education

1. Graduation from high school or GED; one (1) year of college or vocational training preferred and/or previous correctional officer training preferred; certification by the SD Law Enforcement Academy and/or one (1) year law enforcement experience preferred; or an equivalent combination of education, experience, and training may be acceptable to the hiring authority.
2. Extensive knowledge of the principles and procedures, codes, laws, and statutes of law enforcement and security operations.
3. Ability to perform duties effectively under stressful conditions; ability to make decisions quickly and accurately with tact and impartiality.
4. Demonstrated ability to operate dispatching equipment.
5. Ability to understand and follow verbal and written instructions and to communicate effectively both verbally and in writing.
6. Possession of a valid South Dakota driver's license.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee is regularly required to communicate.
2. The employee frequently is required to sit and use hands to finger, handle, or feel.
3. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.
4. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to employee's own body weight.
5. Ability to handle stressful situations.

6. Ability to work odd shifts, holidays and during emergencies.
7. Ability to work as needed and to be available for on-call shifts.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee is occasionally exposed to fumes or airborne particles; toxic or caustic chemicals; employees may be exposed to outside weather conditions.
2. The noise level in the work environment is usually moderate but may be occasionally loud.

Examination, Testing, and Certification

The Examination, Testing and Certification described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Valid South Dakota Drivers License.
2. Valid South Dakota Law Enforcement Certification.
3. Successful competition in written and/or oral interviews.
4. Other such examination as deemed appropriate and necessary by the Sheriff and/or County.

Date Approved

Commissioner in Charge

Department Head

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.